

**GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY  
MINUTES OF CONFERENCE CALL  
April 22, 2005**

A meeting of the Georgia State Board of Occupational Therapy was held by conference call on April 22, 2005 at the Secretary of State Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia with the following members present:

**Members Present:**

Kendyl R. Brock, OTR/L, CHT, President  
Kathleen H. Conyers, OTR/L, Vice President  
Donna J. Domyslawski, OTR/L  
Karen L. Cadaret, COTA/L  
Mary Louise Austin, Consumer

**Others Present:**

Jacqueline A. Hightower, Executive Director	Yvonne LeSane, Board Secretary
Serena Gadson, Application Specialist	Wylencia Monroe, Asst. Attorney General

Ms. Brock established a quorum of the Board was present and called the Board meeting to order at 10:10 a.m.

**Ms. Conyers moved and Ms. Domyslawski seconded and the Board voted to enter into Executive Session in accordance with O.C.G.A. §43-1-19(h)(2)&(4), O.C.G.A. §43-1-2(k)(1)(2), O.C.G.A. §43-1-2(k)(4) and O.C.G.A. §50-14-2(1) to deliberate on Investigations, Applications and Attorney General's Report and to receive information on Investigations, Applications and Attorney General's Report. Voting in favor of the motion were those present who included Board Members Domyslawski, Brock, Austin, Cadaret and Conyers. The Board concluded Executive Session in order to vote on these matters and to continue with the public session.**

**Attorney General's Report:**

**OT01200001:** Ms. Monroe presented an update.

**OT040004:** Ms. Conyers moved and Ms. Cadaret seconded and the Board voted to accept the signed voluntary surrender upon receipt.

**Probation Report:** Request for update of probation.

**Mary Virginia Tebo-Grimes:** Ms. Conyers moved and Ms. Cadaret seconded and the Board voted to reply that the matter has been forwarded to the Attorney General's office.

**Rule 671-3-.08(5) and (10) and Rule 671-3-.09:**

The Board held a public hearing on the proposed rules. There were no oral comments presented, The Board considered written comments from the American Occupational Therapy Association.

Ms. Domyslawski moved and Ms. Conyers seconded and the Board voted to adopt the proposed rules 671-3-.08(5) and (10) and Rule 671-3-.09 in accordance with 50-13-4(a)(1) as posted:

**671-3-.08(5) AND (10) Renewal of  
License/Penalties/Continuing Education Requirements.  
Amended.**

(5) A minimum of 24 contact clock hours of continuing education related to occupational therapy practice is required for renewal except as otherwise provided in this chapter. At least sixteen hours must be related to direct "hands on" patient care (dpc). Up to 8 hours may be in related areas such as administration, supervision, education, documentation, quality assurance, ethics, research methods, professional presentations, and providing Level II fieldwork supervision.

(a) Direct patient care continuing education includes attendance at live presentations such as workshops, seminars, conferences or formal academic course work. Up to 4 hours can be obtained by means of in-service educational programs, electronic or web based courses, formal self study courses or computer learning activities. See Rule 671-3-08(10)(a)(4) for documentation requirements.

(b) General continuing education includes up to 4 hours for each of the following activities including independent study, mentorship, Level II fieldwork supervision, published professional writing, instructional presentations, research, grants, professional meetings and related activities and up to 4 hours can be by means of in-service educational programs, electronic or web based courses, formal self study courses, satellite broadcasts or computer learning activities.

(c) Of the 24 hours, no more than eight (8) continuing education hours may be in self study and no more than four (4) hours in the area of general continuing education.

(d) Each licensee must complete a minimum of two (2) hours of continuing education in the ethics of occupational therapy practice.

(e) Definitions:

1. Contact Hour: For purposes of these rules, a contact hour is defined as actual time spent in instruction or organized learning experience excluding meals, breaks, welcome/introductions, and business meetings.

2. Direct Hands on: For purposes of these rules direct "hands on" patient care includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information.

**RULE 671-3-.08 (10)**

(10) Documentation of continuing education which the Board deems as acceptable proof of completion include the following:

(a) For continuing education courses that include attendance and participation at a presentation such as a workshop, seminar, conference or in-service educational program:

1. A certificate of completion or similar documentation signed by program official and a program description including sponsor, course title, date, program objective/learning outcomes, content description, agenda or schedule.

2. A shortened description may be accepted for programs specifically exempted by the Board such as AOTA and GOTA Conferences; and

(b) Formal self study, viewing of videotapes in a professional setting, satellite

broadcasts, or computer learning activities that must include:

1. Verified instructional time by the course sponsor; a certificate of completion or similar documentation signed by program official; and
2. A program description including sponsor, course title, date, program objective/learning outcomes, content description

(c) For general education under 671-3-.08(5)(b) documentation must include:

1. How activity relates to occupational therapy
2. Date and clock hours
3. Other information as may be requested

(d) For Level II Fieldwork Supervision involving serving as the primary clinical fieldwork educator for Level II occupational therapy or occupational therapy assistant fieldwork students:

1. Verification provided by the school to the fieldwork educator with the name of the student, school and dates of fieldwork or the signature page of the completed student evaluation form with evaluation scores and comments blocked out and;
2. A description of the fieldwork including name and type of facility, name of the fieldwork educator and times spent in direct supervision of the student.

(e) For professional presentations to include first time or significantly revised presentation or an academic class session, workshop, seminar, inservice or professional meeting program session:

1. Verification of presentation or formal thank you note signed by the sponsor or program official and;
2. Presentation description including location, title, date, hours of presentation, general content description, and type of audience.

(f) Continuing education listings should be documented on the appropriate board form, available on the website.

Authority O.C.G.A. §§ 43-1-25, 43-28-7 and 43-28-14.

### **671-3-.09 Restored License. Amended.**

(1) A license may be restored within five (5) years of expiration date by submission of restoration application, proof of completion of required continuing education, as specified in paragraph (3) below, and payment of appropriate fees. See fee schedule.

(2) A license which has been expired for a period greater than five (5) years may be restored by submission of the following:

- (a) A new application with appropriate fee;
- (b) Documentation of required continuing education hours as specified in paragraph (3) completed within one year prior to date of application; and

(c) One of the following:

1. Verification of current license in another state; or
2. Three (3) reference statements (two must be occupational therapists) from persons who can confirm current competency of applicant; or
3. Verification of completion of eight (8) weeks of supervised clinical experience in a professional intern position or student role in a facility which meets the requirements of an accredited or approved occupational therapy or occupational therapy assistant curriculum.

(3) Continuing education requirements for restoration of a license:

- (a) Twenty-four contact clock hours of continuing education related to occupational therapy practice is required for restoration of a license.

Sixteen hours must be related to direct "hands on" patient care (dpc). Up to 8 hours (general) may be in related areas such as administration, supervision, education, documentation, quality assurance, ethics, research methods, professional presentations, and providing, when appropriately licensed, Level II fieldwork supervision.

(b) Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond general entry Level occupational therapy and that include a verifiable way to documenting time spent in the learning activity.

(c) Prior approval of courses for continuing education is not required.

Authority O.C.G.A. §§43-1-19(l), 43-1-25, 43-28-7 and 43-28-14.

**Rule 671-6-.03:**

Ms. Domyslawski moved and Ms. Cadaret seconded and the Board voted to send to Wylencia Monroe, Assistant Attorney General for authority and approval to post proposed changes to Rule 671-6-.03 as follows:

(4) Licensed occupational therapist or licensed occupational therapy assistant that are not certified by the Board to use physical agent modalities may not hold their self out as being able to utilize occupational therapy techniques involving physical agent modalities.

**Applications:**

**Ms. Domyslawski moved and Ms. Conyers seconded and the Board voted to approve the applications for licensure and write applicants requesting social security number:**

Vanessa Mae C. Brozas	Approved
Aileen Salonga Deogracias	Approved
Martin Picazo Otico Jr.	Approved
Lester Kaye C. Rubio	Approved

**Ms. Domyslawski moved and Ms. Conyers seconded and the Board voted to take the following action on Licensure by Application:**

D O. T. Deny request for extension of limited permit and approve for licensure upon proof of successful completion of the NBCOT examination and request social security number.

**Ms. Conyers moved and Ms. Cadaret seconded and the Board voted to take the following actions on Restoration of Licensure Applications:**

Kevin David Carter Approved  
D L V Approved upon completion of 8 week supervised experience or upon receipt of appropriate letters of recommendation.

Ms. Conyers moved and Ms. Austin seconded and the Board adjourned the meeting at 11:50 a.m.

Occupational Therapy Board Meeting  
April 22, 2005

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Jacqueline Hightower, Executive Director

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Kendyl Brock, O.T., President

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Yvonne LeSane, Board Secretary

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Mollie L. Fleeman, Division Director